Helpful Hints for Formatting Reports According to NPS Northeast Region Natural and Social Science Study Guidelines (NPS/NER/NRR--2004/001).

Formatting a final report requires some extra skills in using Word. The following tips should help you to produce the report according to the guidelines.

Set Margins and Position headers and footers

- On the File \ Page Setup menu, click the Margins tab and select the following options
- Top: 1"Bottom: 1"Left: 1"Right: 1"Gutter: 0"
- **From Edge**: use the following options in this box:
- Header: 0.5"Footer: 0.5"
- Apply to: Whole document

Inserting a section break:

- Click where you want to insert a section break
- On the **Insert** menu, click **Break**
- Under **Section break types**, click the option that describes where you want the new section to begin; usually **Next Page**.
- Next page inserts a section break and starts the new section on the next page.

Keep in mind that a section break controls the section formatting of the text that precedes it. For example, if you delete a section break, the preceding text becomes part of the following section and assumes its section formatting. Note also that the last paragraph mark in the document controls the section formatting of the last section in the document

You can change the following formats for different sections:

- Paper size or orientation
- Page numbering

To split a table or insert text before a table:

- To split a table in two, click the row that you want to be the first row of the second table or second page of the same table and on the **Table** menu, click **Split Table**
- To insert the table title text before a table, click the first row of the table and on the **Table** menu, click **Split Table**
- To insert the table title text at the top of a second or succeeding page, click the first row of the table on that page and on the **Table** menu, click **Split Table**

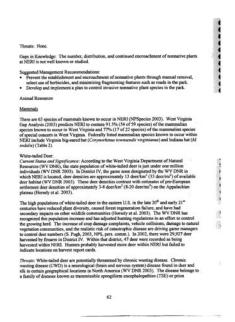
To insert page numbers

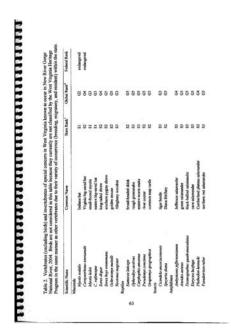
- On the Insert menu, click Page Numbers
- In the **Position** box, specify to position at **Bottom of page** (**Footer**)
- In the **Alignment** box, specify for page number **center** alignment
- To format page numbers differently in a new section, click **Format**
- In the Number format box select i, ii, iii ... or 1, 2, 3 ...
- In the **Page numbering** box, click **Continue from previous section** or **Start at** and put a number in
- To hide the page number on the first page make sure the box is <u>unchecked</u> in the **Show number on the first page** box

To have portrait and landscape pages in the same document

- Click in the section of the document where you want to change to landscape orientation
- On the **Insert** menu, click **Break**, **Next Page**, OK (do this twice ... to change it once from portrait to landscape and to change it back again from landscape to portrait) ... then go back to where you put the first break in and do the following:
- On the File menu, click Page Setup, click the Paper Size tab then click Landscape
- In the **Apply to** box, select **This section**

When changing from Portrait to Landscape page layout (and back again), the "footer" section page numbering system no longer works. The page number ends up at the bottom center of the page beneath the table or figure; and looks like it's printed vertically on the side of the page in the print version. You want the page number to end up at the bottom center of the page as it will sit in the final, bound report, which means that, electronically, you have to put it in the "header" instead of the footer, to make it look like this:





To accomplish this feat, you need to follow these directions:

- go into the footer and click the "Same as Previous" button (this is a toggle switch to turn it "off") to change the footer page numbering system and delete the page number.
- click on the "Switch Between Header and Footer" button and click the "Same as Previous" button to turn it "off"
- click on the "Show Next" button (which will take you into the header of the next section) and click "Same as Previous" button to turn it off as well
- click on the "Show Previous" button to get back to the landscape page orientation to add the page number
- now you will need to add a textbox to your landscape page to insert the page number ... if you can't see the drawing toolbar at the bottom of your screen you will need to go to **View**, **Toolbars**, **Drawing**
- on the Drawing toolbar click on the **Textbox** icon (small box with A __ _ _ _) and then take your cursor to the lower left-hand corner of the header box and click and drag to the upper left-hand corner of the footer box and outward to the edge of the page (you only have one inch to play with here, so make it half way to fit the footer into the 0.5" margin range)
- in the textbox you need to insert the page number then go to **Format**, **Text Direction** and select the appropriate direction to face the page number toward the bottom of your screen (you can only do this in a textbox)
- looking closely at the other toolbars on your screen while in the textbox, you will see that the paragraph formatting buttons (left align, center, right align, justify) have changed and are facing the same direction as your text ... click on the "center" button to center the page number within the box
- next you will need to get rid of the box surrounding the text:
 - o right mouse click on the edge of (black line around) the textbox and select **Format Text Box** and under **Fill**, **Color** select **No fill**; under **Line**, **Color** select **No Line**, OK
- F.Y.I. Any time you need to make a change to this textbox you need to double click on the Header section to re-open this textbox for editing purposes.